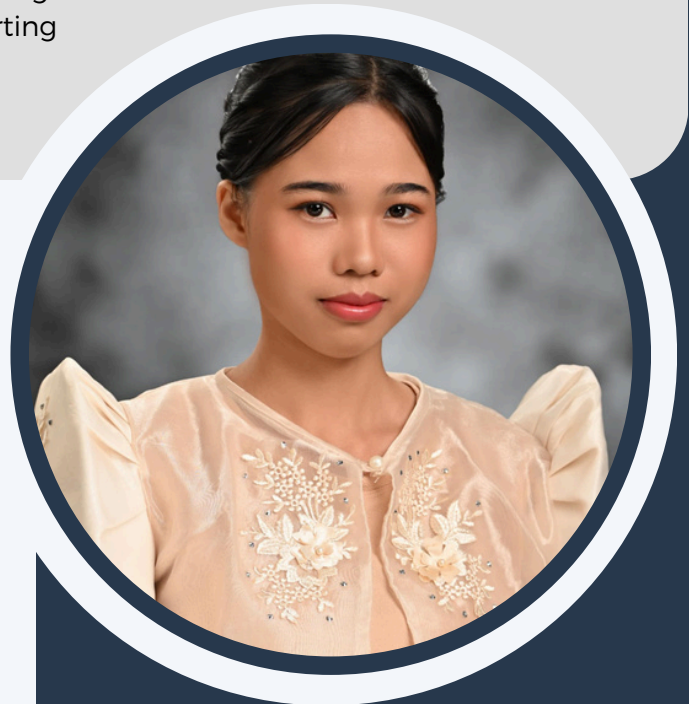# ABOUT ME

An aspiring Business Analyst with a background in Information and Communications Technology. Eager to learn and gain real-world experience in analyzing business needs, improving processes, and supporting team projects.

Estela Mae D. Jalac

PROFFESIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT
Internet Media and Information Literacy Training on Information Disorder
Certificate of Participation — Host: Regional Director Reynaldo T. Sy
May 19, 2022
Volunteer Work — MCGI Charity Homes
June 2024
- Assisted in community activities and documentation tasks that required teamwork and coordination.

SKILLS

- Microsoft Excel & Google Sheets
- Microsoft Word & PowerPoint
- SQL (basic knowledge)
- Data visualization (basic charts, graphs)
- Documentation & reporting
- Requirements gathering (basic understanding)
- Process mapping (basic understanding)
- Familiar with Agile/Scrum concepts

Analytical & Business Skills
- Problem-solving
- Attention to detail
- Process improvement mindset
- Critical thinking
- Research and data interpretation
- Understanding user and business needs

Soft Skills
- Communication and collaboration
- Time management
- Adaptability
- Eager to learn and open to feedback
- Teamwork
- Organization

LANGUAGES

- English
- Filipino

CONTACT ME

📞 0915-8788-127

✉️ jalacestelamae@gmail.com

🏠 Sulipan, Apalit Pampanga

EDUCATION

Bachelor of Science in Information System
Laverdad Christian College- current

Associate in Computer Technology
Laverdad Christian College (2023-2025)

High School Diploma
Calumpit National High School
(2018 - 2022)

Elementary Diploma
Bangbangalon Elementary School
(2015)